

## **AIRPORT MAINTENANCE SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving responsibility for the efficient and economical installation, maintenance and repair of airport facilities, equipment and grounds and overseeing line service activities. The incumbent assists in planning, and leads and participates in a variety of tasks ranging from grounds maintenance to skilled electrical and automotive repairs. In addition, an employee in this class instructs, leads and participates in Aircraft Rescue and Fire Fighting operations. The work is performed under general supervision of a higher level employee. General supervision is exercised over the work of subordinate employees.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises airport maintenance and line service unit employees, including assignment and review of work, scheduling time off and conducting performance evaluations;
2. Leads and participates in the maintenance and repair of buildings, grounds and facilities;
3. Leads and participates in the maintenance and repair of automotive equipment and airport electrical systems;
4. Leads and participates in Aircraft Rescue and Fire Fighting (ARFF) activities, including on-site command of ARFF crew, operation of ARFF vehicle, fighting fires, rescue of persons trapped in aircraft when accompanied by at least one other trained employee or outside fire rescue personnel, and rendering emergency first aid treatment;
5. Schedules maintenance activities within guidelines established by departmental administration;
6. Plans, directs and participates in snow and ice control activities;
7. Conducts training classes as required, including instruction in ARFF procedures;
8. Attends staff meetings to discuss maintenance and operational needs and activities;
9. Maintains or supervises the maintenance of inventory records and maintenance logs;
10. Notifies departmental administration of the need to call in outside contractors for special projects;
11. Purchases, or recommends for purchase, supplies and equipment within established guidelines;
12. Assists in the preparation of the departmental budget by advising management of estimated needed repairs, equipment and supplies;
13. Issues NOTAM's (Notice to Airman) as airport conditions warrant;
14. May review the work of subcontractors depending on the nature of the project;
15. May act in a management capacity in the absence of the department head;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, tools and materials used in the maintenance and repair of airport buildings and grounds; thorough knowledge of Aircraft Rescue and Fire Fighting procedures and practices; good knowledge of the principles, practices, tools and techniques of electrical repair work; good knowledge of automotive mechanics tools and repair methods; good knowledge of emergency first aid; good knowledge of airport facilities, services and operations; ability to supervise the work of others; ability to operate specialized motor equipment used in airport maintenance and operations; ability to understand and carry out complex oral and written instructions; ability to operate a two-way radio; ability to maintain a variety of records; ability to work outdoors under all weather conditions; initiative; resourcefulness; mechanical aptitude; manual dexterity; dependability; good judgment; physical condition commensurate with the demands of the position.

## **AIRPORT MAINTENANCE SUPERVISOR** (Cont'd)

### **MINIMUM QUALIFICATIONS:**

- EITHER:        (A)     Three (3) years of full-time paid airport maintenance work experience of which at least one (1) year involved supervisory responsibilities;
- OR:             (B)     Five (5) years of full-time paid building and grounds maintenance work experience of which at least two (2) years involved supervisory responsibilities;
- OR:             (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

1.     Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment. Possession of valid class B Commercial Driver's License within one year of permanent appointment.
2.     Incumbents must obtain certification in first aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

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